Subject Index of Articles

Volume 59—January 1980 through December 1980

Subject Areas

Absenteeism/Turnover
Arbitration/Collective Bargaining
Career Development
Communications
Compensation & Benefits
Counseling
Data Systems/Records/Privacy
Equal Employment Opportunity/Affirmative Action
Health & Safety
Hiring/Recruitment/Interviewing
International Issues
Labor/Union Relations
Management/Organizational Development
Miscellaneous
Office Automation
Orientation
Performance Appraisal
Personnel Role/Policy
Quality of Work Life
Relocation
Retirement
Security
Termination
Training & Development

Absenteeism/Turnover

Pinpointing Avoidable Turnover with "Cohort Analysis"
Joseph Lowman & Tom Snediker — Apr. 80/310

Arbitration/Collective Bargaining

Arbitral Decision-Making Process: A Computerized Simulation, The
C. Ray Gullett & Wayne H. Goff — Aug. 80/663
Grievance Mediation: Another Rcute to Resolution
Mollie H. Bowers — Feb. 80/132

Career Development

Annual Human Resource Review (A Career-Planning System), The
Richard M. Vosburgh — Oct. 80/830
From Campus to Corporation: There *Is* Room for Humanities Ph.Ds in Business
Margaret Magnus — Jul. 80/548
How You Can Help Employees Formulate Their Career Goals
Beverly L. Kaye — May 80/368

Communications

Behavioral Side of Productive Meetings, The
Steven H. Larson — Apr. 80/292
Communication Skills for the Woman Manager—A Practice Seminar
Alma S. Baron — Jan. 80/55
Communication: Understanding It, Improving It
John F. Kikoski — Feb. 80/126
Employee Perspective on the Corporate Rap Session, An
Gerald C. Werner — Feb. 80/113
How to Overcome Errors in Public Speaking
John E. Baird, Jr. — Mar. 80/206
Listening: A Neglected Management Skill
Roy Trueblood — Oct. 80/808
Optimum Legibility Formula: A Written Communication System, The
Buddy Robert S. Silverman — Jul. 80/581
Reading Improvement for Business Executives
Timothy R. Hornberger — Oct. 80/808
Training First-Line Supervisors to Criticize Constructively
Guvenc G. Alpander — Mar. 80/216
Two-Way Communication Practices for Managers
John T. Samaras — Aug. 80/645

Subject Index of Articles

Volume 59—January 1980 through December 1980

Subject Areas

Absenteeism/Turnover
Arbitration/Collective Bargaining
Career Development
Communications
Compensation & Benefits
Counseling
Data Systems/Records/Privacy
Equal Employment Opportunity/Affirmative Action
Health & Safety
Hiring/Recruitment/Interviewing
International Issues
Labor/Union Relations
Management/Organizational Development
Miscellaneous
Office Automation
Orientation
Performance Appraisal
Personnel Role/Policy
Quality of Work Life
Relocation
Retirement
Security
Termination
Training & Development

Absenteeism/Turnover

Pinpointing Avoidable Turnover with "Cohort Analysis"
Joseph Lowman & Tom Snediker — Apr. 80/310

Arbitration/Collective Bargaining

Arbitral Decision-Making Process: A Computerized Simulation, The
C. Ray Gullett & Wayne H. Goff — Aug. 80/663
Grievance Mediation: Another Rcute to Resolution
Mollie H. Bowers — Feb. 80/132

Career Development

Annual Human Resource Review (A Career-Planning System), The
Richard M. Vosburgh — Oct. 80/830
From Campus to Corporation: There *Is* Room for Humanities Ph.Ds in Business
Margaret Magnus — Jul. 80/548
How You Can Help Employees Formulate Their Career Goals
Beverly L. Kaye — May 80/368

Communications

Behavioral Side of Productive Meetings, The
Steven H. Larson — Apr. 80/292
Communication Skills for the Woman Manager—A Practice Seminar
Alma S. Baron — Jan. 80/55
Communication: Understanding It, Improving It
John F. Kikoski — Feb. 80/126
Employee Perspective on the Corporate Rap Session, An
Gerald C. Werner — Feb. 80/113
How to Overcome Errors in Public Speaking
John E. Baird, Jr. — Mar. 80/206
Listening: A Neglected Management Skill
Roy Trueblood — Oct. 80/808
Optimum Legibility Formula: A Written Communication System, The
Buddy Robert S. Silverman — Jul. 80/581
Reading Improvement for Business Executives
Timothy R. Hornberger — Oct. 80/808
Training First-Line Supervisors to Criticize Constructively
Guvenc G. Alpander — Mar. 80/216
Two-Way Communication Practices for Managers
John T. Samaras — Aug. 80/645

Compensation & Benefits

Annual Employee Earnings and Benefits Letter, The
Jeffrey C. Claypool & Joseph P. Cangemi Jul. 80/563
Dental and Vision Care Benefits
Martin E. Segal & Company, Inc. Aug. 80/677
Dollars and Sense of Motivation, The
Allen Flamion Jan. 80/51
Merit Pay in the Federal Government
Richard Hunter & Buddy Robert S. Silverman Dec. 80/1003
Multiemployer Pension Plans: A Time Bomb for Employers?
Joseph A. LoCicero Nov. 80/922
Postretirement Increase Plans: Why You Need Them and How to Pick the Right One
Thomas C. Sassman Apr. 80/285
Problem with Salary Ranges (and a Realistic Solution), The
E. James Brennan Mar. 80/187
Role of Living-Cost Differentials in Employee Transfers, The
Gaylord F. Milbrandt Jun. 80/458
Some Further Implications of the Pregnancy Discrimination Act
Paul S. Greenlaw & Diana L. Foderaro Jan. 80/36
Taking Action to Contain Health Care Costs, Part I
K. Per Larson Aug. 80/640
Taking Action to Contain Health Care Costs, Part II
K. Per Larson Sep. 80/735

Counseling

New York City's Approach to Problem-Employee Counseling
Hana Rostain, M.D., Peter Allan & Stephen Rosenberg Apr. 80/305

Data Systems/Records

Arriving Soon: The Paperless Personnel Office
Alfred J. Walker Jul. 80/559
Update on Personnel Recordkeeping and Employee Privacy, An
William Swarts May 80/391

Equal Employment Opportunity/ Affirmative Action

Comprehensive Model for a Handicapped Affirmative Action Program, A
Gopal C. Pati & Edward F. Hilton, Jr. Feb. 80/99
Homosexuality and Employment: A Case Law Review
Phillip J. Decker Sep. 80/756
Interpreting the New Sexual Harassment Guidelines
Michele Hoyman & Ronda Robinson Dec. 80/996
Job Relatedness vs. Adverse Impact in Personnel Decision Making
Frederick S. Hills Mar. 80/211
Labor Market Analysis as a Test of Discrimination
Howard R. Bloch & Robert L. Pennington Aug. 80/649
Sexual Harassment at Work: Why It Happens, What to Do about It
James C. Renick Aug. 80/658

Health & Safety

Cancer in the Workplace: A Neglected Problem
W. Edward Stead & Jean G. Stead Oct. 80/847

Hiring/Recruitment/Interviewing

College Recruitment from Start to Finish
David L. Chicci & Carl L. Knapp Aug. 80/653
College Recruitment: How to Use Student Perceptions of Business
Joe Thomas Jan. 80/44
Commonly Overlooked Dimensions of Employee Selection
Arthur A. Witkin Jul. 80/573
Is On-Campus Recruiting on Its Way Out?
Stephen J. Wilhelm Apr. 80/302
Manager's Dilemma, An Allegory of Organizationland, The
Leland C. Nichols Mar. 80/182
Pre-Employment Inquiry Guide, The
Clifford M. Koen, Jr. Oct. 80/825
Seven Questions That Will Improve Your Managerial Hiring Decisions
D. Trevor Michaels Mar. 80/199
Sixty Years of Hiring Practices: *A Personnel Journal* Retrospective
Morgan Lyons Jun. 80/462
Structured Interviewing: Avoiding Selection Problems
Elliott D. Pursell, Michael A. Campion & Sarah R. Gaylord Nov. 80/907
Top Twelve Questions for Employment Agency Interviewers, The
John T. Hopkins May 80/379
U.S.-Educated Foreign Students: An Untapped Resource for Multinational Corporations
Hsin-Min Tong & Beheruz N. Sethna Sep. 80/769

International Issues

Disinvestment and the Multinational Employer—A Case History from Belgium
Hem C. Jain Mar. 80/201
Expatriate Manager and the Role of the MNC, The
Cecil G. Howard Oct. 80/838
Foreign Employees and the INS Mar. 80/178
Humanizing the Work Place in Europe: An Overview of Six Countries
Cary L. Cooper Jun. 80/488
Terrorism and the Business Executive
Hale A. Newcomer & John W. Adkins Nov. 80/913
U.S. Educated Foreign Students: An Untapped Resource for Multinational Corporations
Hsin-Min Tong & Beheruz N. Sethna Sep. 80/769

Labor/Union Relations

Labor and Management in the Next Decade
A. Val Bradley ..... Dec. 80/981
Misrepresentation in Labor Union Elections
James P. Swann, Jr. Nov. 80/925
Preventive-Maintenance Techniques for Staying Union-Free
James F. Rand Jun. 80/497
"The Past Is Prologue"—Building Better Industrial Relations in the '80s
Betty Southard Murphy Jan. 80/23

Managerial/Organizational Development

Enhancing Managerial Credibility
John E. Baird, Jr. Dec. 80/1001
Exercises for Better Management Development
Thomas A. Newburg Oct. 80/850
How Organizational Philosophy Influences Management Development
Alfred W. Hill Feb. 80/118
I Don't Know—I Really Don't
J. Gary Evans Feb. 80/93
I Win—You Win: Negotiating for Commitment
Stephen Baetz Mar. 80/237
Maintaining Organizational Effectiveness—A Prescription for Good Health
Burt K. Scanlan May 80/381
Management Development Roles: Coach, Sponsor and Mentor
The Woodlands Group Nov. 80/918
Manager's Dilemma, An Allegory of Organizationland, The
Leland C. Nichols Mar. 80/182
Managing Professionals: The Quiet Conflict
Don Lebell Jul. 80/566
Participative Management: Three Common Problems
Maneck S. Wadia Nov. 80/927
People Management in the 1980s: A CEO's View
Ross A. Hennigar Nov. 80/898
Preventive Maintenance for People, The Hedge against Employee Stress Cracks
Louis E. Roussey May 80/354
Self-Management—The Key to Time Management
Paul Koeller Nov. 80/948
Tool for Tapping the Organizational Unconscious, A
Robert F. Allen & Frank J. Dyer Mar. 80/192
When and How to Intervene in Conflict
Derek Sheane Jun. 80/515

Miscellaneous

How's Your Productivity?—A Tick Test
Edward J. Feeney Oct. 80/855
Is Your (Ethical) Slippage Showing?
Lowell G. Rein Sep. 80/740
Music in the Workplace
A.J. Scott Jul. 80/597
Suggestion Systems, An Answer to Perennial Problems: A *Personnel Journal* Panel Report Jul. 80/552

Office Automation

Office Automation, Personnel and the New Technology—A *Personnel Journal* Conference Report Oct. 80/815
Word Processing and Personnel
Paul A. Krois & Phillip G. Benson Dec. 80/992

Orientation

Complete Employee Orientation Program, The
Walter D. St. John May 80/373
Japanese Method of Preparing Today's Graduates to Become Tomorrow's Managers, The
Hiroshi Tanaka Feb. 80/109

Performance Appraisal

Performance Alignment: The Fine Art of the Perfect Fit
Robert P. Delamontagne & James B. Weitzul Feb. 80/115
Performance Appraisal: Current Trends, Persistent Progress
Kenneth S. Teel Apr. 80/296
Pre-Packaged vs. Tailor-Made: The Assessment Center Debate
Stephen L. Cohen Dec. 80/989
"Refined" Performance Evaluation Monitoring System: Best of Both Worlds, The
Melvin E. Schick Jan. 80/47
Training First-Line Supervisors to Criticize Constructively
Guvenc G. Alpander Mar. 80/216

When New Hires Don't Make the Grade (The Case for Assessment Centers)
Ed Yager May 80/387
Why Performance Appraisals Fail
Peter J. McGuire Sep. 80/744

Personnel/Role Policy

Decade of Rapid Change: The Outlook for Human Resources Management in the '80s, A
James C. Toedtman Jan. 80/29
Is Your (Ethical) Slippage Showing?
Lowell G. Rein Sep. 80/740
"Magnetic" Management: The Real Role of Personnel
Paul C. Gordon Jun. 80/485
Office Automation, Personnel and the New Technology —A *Personnel Journal* Conference Report Oct. 80/815
Overview of Current Staffing and Budgeting Ratios, An— The Personnel/Industrial Relations Report
Steven Langer Feb. 80/95
People Management in the 1980s: A CEO's View
Ross A. Hennigar Nov. 80/898
Personnel Issues: Some Readers' Views
Margaret Magnus Sept. 80/723
Personnel Salaries: A Survey, Part I
Steven Langer Dec. 80/983
Sixty Years of Hiring Practices: A *Personnel Journal* Retrospective
Morgan Lyons Jun. 80/462
Strategy Space: Personnel and the Law
Paul S. Greenlaw Jun. 80/492

Quality of Work Life

Corporate Approaches to the Quality of Work Life: A *Personnel Journal* Conference Report Aug. 80/632
Humanizing the Work Place in Europe: An Overview of Six Countries
Cary L. Cooper Jun. 80/488
Management in the New Age: An Exploration of Changing Work Values
Marsha Sinetar Sep. 80/749

Relocation

Role of Living-Cost Differentials in Employee Transfers, The
Gaylord F. Milbrandt Jun. 80/458
Employee Attitude Survey on Relocation
Employee Transfer Corporation Apr. 80/270

Retirement

Combating Employee Resistance to Retirement Planning
Judith Raffel Oct. 80/845
Postretirement Increase Plans: Why You Need Them and How to Pick the Right One
Thomas C. Sassman Apr. 80/285
Work, Aging and Retirement: Conference Report May 80/359

Security

Contracted Security Services: An Invitation to Industrial Spying?
David Wilhelm Aug. 80/630
Terrorism and the Business Executive
Hale A. Newcomer & John W. Adkins Nov. 80/913

Termination

Disinvestment and the Multinational Employer—A Case History from Belgium
Hem C. Jain Mar. 80/201
Guide to Work Force Reduction Planning, A
Douglas A. Benton Apr. 80/281
When Laying Off Employees, The Word Is Out-Training
Daniel N. Adams, Jr. Sep. 80/719

Training and Development

Check List for In-House Secretarial Training, A
Marilyn Hachey Jan. 80/59
Exercises for Better Management Development
Thomas A. Newburg Oct. 80/850
How Organizational Philosophy Influences Management Development
Alfred W. Hill Feb. 80/118
How Training through Behavior Modeling Works
Stephen Wehrenberg & Robert Kuhnle Jul. 80/576
Japanese Method of Preparing Today's Graduates to Become Tomorrow's Managers, The
Hiroshi Tanaka Feb. 80/109
Nine Pitfalls for the Training and Development Specialist
Laird W. Mealiea & John F. Duffy Nov. 80/929
Performance Standards: Do Training Directors Practice What They Teach?
Lawrence S. Munson May 80/365
Practical Approach to Determining Training-Solvable Problems, A
S.D. Inderlied & D.L. Bates Feb. 80/121
Training and Development and Personnel Management
Albert C. Hyde & Jay M. Shafritz May 80/414
Training First-Line Supervisors to Criticize Constructively
Guvenc G. Alpander Mar. 80/216

Author Index of Articles

Volume 59—January 1980 through December 1980

Adams, Daniel N. 719
Adkins, John W. 913
Allan, Peter 305
Allen, Robert F. 192
Alpander, Guvenc G. 216
Baird Jr., John E. 206
Baird Jr., John E. 1001
Baron, Alma S. 55
Baetz, Stephen 237
Bates, D.L. 121
Benson, Phillip 992
Benton, Douglas A. 281
Bloch, Howard R. 649
Bowers, Mollie H. 132
Bradley, A. Val 981
Brennan, E. James 187
Campion, Michael A. 907
Cangemi, Joseph P. 563
Chicci, David L. 653
Claypool, Jeffrey C. 563
Cohen, Stephen L. 989
Cooper, Cary L. 488
Decker, Phillip J. 756
Delamontagne, Robert P. . 115
Duffy, John F. 929
Dyer, Frank J. 192
Evans, J. Gary 93
Feeney, Edward J. 855
Flamion, Allen 51
Foderaro, Diana L. 36
Gaylord, Sarah R. 907
Goff, Wayne H. 663
Gordon, Paul C. 485
Greenlaw, Paul S. 36
Greenlaw, Paul S. 492
Gullett, C. Ray 663
Hachey, Marilyn 59
Hennigar, Ross A. 898
Hill, Alfred W. 118
Hills, Frederick S. 211
Hilton Jr., F. Edward 99
Hopkins, John T. 379
Hornberger, Timothy R. ... 808
Hoyman, Michele 996
Howard, Cecil G. 838
Hunter, Richard 1003
Hyde, Albert C. 414
Inderlied, S.D. 121
Jain, Hem C. 201
Kaye, Beverly L. 368
Kilkoski, John F. 126
Knapp, Carl L. 653
Koellner, Paul 948
Koen Jr., Clifford M. 825
Krois, Paul A. 992
Kuhnle, Robert 576
Langer, Steven 95
Langer, Steven 983
Larson, K. Per 640
Larson, K. Per 735
Larson, Steven H. 292
Lebell, Don 566
LoCicero, Joseph A. 922
Lowman, Joseph 310
McGuire, Peter J. 744
Mealiea, Laird W. 929
Michaels, D. Trevor 199
Milbrandt, Gaylord F. 458
Munson, Lawrence S. 365
Murphy, Betty Southard .. 23
Newburg, Thomas A. 850
Newcomer, Hale A. 913
Nichols, Leland C. 182
Pati, Gopal C. 99
Pennington, Robert L. 649
Pursell, Elliott D. 907
Raffel, Judith 845
Rand, James F. 497
Rein, Lowell G. 740
Renick, James C. 658
Robinson, Ronda 996
Rosenberg, Stephen 305
Rostain, M.D., Hana 305
Roussey, Louis E. 354
Samaras, John T. 645
Sassman, Thomas C. 285
Scanlan, Burt K. 381
Schick, Melvin E. 47
Scott, A.J. 597
Sethna, Beheruz N. 769
Shafritz, Jay M. 414
Sheane, Derek 515
Silverman, Buddy Robert S. 581
Silverman, Buddy Robert S. 1003
Sinetar, Marsha 749
Snediker, Tom 310
St. John, Walter D. 373
Stead, Jean G. 847
Stead, W. Edward 847
Swann Jr., James P. 925
Swarts, William 391
Tanaka, Hiroshi 109
Teel, Kenneth S. 296
Thomas, Joe 44
Toedtman, James C. 29
Tong, Hsin-Min 769
Trueblood, Roy 808
Vosburgh, Richard M. 830
Wadia, Maneck S. 927
Walker, Alfred J. 559
Wehrenberg, Stephen 576
Weitzul, James B. 115
Werner, Gerald C. 113
Wilhelm, David 630
Wilhelm, Stephen J. 302
Witkin, Arthur A. 573
Woodlands Group 918
Yager, Ed 387